



KwaZulu Natal Provincial Treasury

Treasury House
145, Chief Albert Luthuli Road,
Pietermaritzburg
3201

P.O Box 3613
Pietermaritzburg 3200
Tel: + 27 (0) 33 897 4541
Fax: + 27 (0) 33 897 4433
Internet: www.kzntreasury.gov.za
Enquiries: Farhad Cassimjee
Reference: TC/RM1

16 November 2009

**TO: MUNICIPAL MANAGERS
CHIEF FINANCIAL OFFICERS
KWAZULU NATAL MUNICIPALITIES**

PROVINCIAL TREASURY CIRCULAR TC/RM 2 OF 2009/10

GUIDANCE FOR THE APPOINTMENT OF FINANCE INTERNS

1. The above matter refers.
2. There has been much uncertainty around the advertising and appointments of finance interns at municipalities.
3. We wish to again draw your attention to the conditions of the Financial Management Grant (FMG) which makes provision for the appointment of interns. In terms of the FMG conditions published in the 2009 DoRA, the grant may be utilised for amongst other things *"...the establishment of a Budget and Treasury Office with positions filled by appropriately qualified personnel and appointment of a minimum of five interns over a multi year period..."*
4. Attached please find a draft advertisement (Annexure A) for the appointments of interns that should offer some guidance with regard to the remuneration and appointment requirements. Please note that this is a generic advertisement and may be adapted to suit the specific conditions at a municipality, without digressing from the FMG framework.
5. The National Treasury letter dated 14 August 2009 (Annexure B) also provides guidance on the remuneration.
6. Please advise this office by no later than 27 November 2009 whether your municipality has appointed five interns or the date by which your municipality anticipates having five interns employed.


**L S MAGAGULA
ACTING HEAD: PROVINCIAL TREASURY**

cc National Treasury

ANNEXURE A

(DRAFT ADVERTISEMENT)

MUNICIPAL FINANCE MANAGEMENT INTERNSHIP PROGRAMME (MFMIP) TWO-YEAR CONTRACT

Remuneration: Between R90 000 – R100 000. (All inclusive and dependant on years of internship offered).

Requirements: The candidate should hold as a minimum, a three-year Bachelors Degree or National Diploma with majors in Accounting, Economics, or Finance including either Risk Management and/or Auditing, among other.

The intern will sign an internship agreement which is in addition to the employment contract. The effect of the agreement is to ensure commitment to the programme which require, amongst other, full participation in the educational and workplace assignments and observance of policies and procedures. The candidate must be between the ages of 21 and 35.

Internship overview: The MFMIP is a structured professional training and work experience programme with the goal of providing high quality training and practical exposure in all aspects of a Municipal Budget and Treasury Office, which is governed by the Municipal Finance Management Act, Act 56 of 2003 and the underlying reforms. The programme has a logical training sequence that builds sector specific skills from the knowledge already acquired during University and Technikon training. It ends where appropriate, with the credits or a qualification in Municipal Finance Management in line with the Municipal Minimum Competency Regulations, Gazette 29967 of June 2007.

Please note: No faxed applications will be accepted. A covering letter clearly stating the position you are applying for, certified copies of academic qualifications and a copy of your curriculum vitae must accompany all applications. Short listed candidates will be required to produce original copies of academic qualifications on the day of the interview.

Correspondence will ONLY be entered into with short listed candidates. If you do not receive notifications regarding your application within one month of the closing date, kindly assume that your application was not successful. The municipality reserves the right not to make any appointment.

Please forward all application to: The Municipal Manager, ABC Municipality, PO Box 1234, City XYZ, 4321

Closing date: xx November 2009

Canvassing of Councillors would disqualify applications.

ANNEXURE B

PDF File: Annexure B